

## Terms of Reference

### A) Objectives

This Committee will:

- review the policies governing the production of the University timetable
- make recommendations to the senior management for areas of improvement
- assist in developing the communication plan regarding the work of the committee and to participate in its dissemination as appropriate

Its main focus will be to:

- improve the match between available classroom/lab space and course size and preferred teaching space;
- reduce the need for iterative schedule changes, thereby enabling faculty and students to plan with greater certainty;
- accommodate, to the greatest extent possible, instructor preferences for teaching in specific time blocks; and
- accommodate, to the greatest extent possible, flexible/balanced student schedules.

### B) Composition

*Chair, University Registrar*

*1 Representative from each Faculty*

*1 Representative from support staff representing academic departments*

*1 Representative from Scheduling and Exam Services*

*1 Student representative*

*3 representatives nominated by CUASA*

### C) Frequency of meetings

The committee will meet once per year. Additional meetings will be scheduled, if required.

### D) Protocols

- The committee may determine the need to consult with various sectors of the university community and to do additional research as it proceeds with its work.

-The committee will operate with the goal of having consensus on decisions and recommendations to senior management.

-Should consensus on a particular issue prove impossible, all points of view will be presented to senior management to inform a final decision.

September 25, 2006  
Reviewed October 11, 2013  
Updated November 8, 2016  
Reviewed, November 16, 2017  
Reviewed, November 22, 2018  
Reviewed, November 28, 2019  
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